

old - in order

# News Letter

## AMERICAN MANAGEMENT ASSOCIATION

20 Vesey Street

New York, N. Y.

No. 3

July 9, 1923

### Convention for 1923

The 1923 Convention of the Association will be held October 29, 30 and 31st, and possibly November 1st, in New York, N. Y., at the Hotel Astor.

### American Management Review

All items of Association News have been eliminated from the *American Management Review*, partly because this information is to appear in the Association News Letter, and partly because the Editorial and Publications Committee wish to have more space in the magazine for the material which comes to hand for publication.

The personnel of the Editorial and Publications Committee is as follows:

Chairman, Henry C. Link, United States Rubber Company.

L. P. Alford, Management and Administration, The Ronald Press Company.

Dr. Paul F. Brissenden, School of Business, Columbia University.

L. L. Park, American Locomotive Company.

J. W. Dietz, Western Electric Company.

Dr. Joseph H. Willits, University of Pennsylvania.

Miss Rita Hilborn, H. A. Hopf & Company.

The Committee invites constructive criticisms.

### Bibliographical Service

One of the services rendered to members of the Association is a "bibliographical service." By this we mean that when any member is making a study of some particular management problem, especially those which have to do with the human side, he is entitled to ask the Association for a list of books, pamphlets, periodicals, reports, articles which appeared in magazines, and any other literature bearing on the topic.

Research, Sustaining and Company members are entitled, on request, to unlimited service as needed, covering any subject matter within the scope of the Association. Individual members are entitled on request to bibliographies as needed, not exceeding twelve bibliographies per year, and confined to the subject matter of the division with which the individual member is associated.

So much of value has been written on the human side of management problems that the association can be of great service in listing books and articles which describe methods of and experiments in solving them. The Association offices are fully equipped with the necessary documents and indices and maintain contacts with other agencies from which references may be secured.

### **Committee on Community Cooperation**

The Committee on Community Cooperation, which this year will report on the relations between community problems and personnel problems, met at the offices of the Association on Friday, June 22nd, at 10:30 A. M., and outlined its program for the year. The Chairman of the Committee is John F. Ahlers, Manager, Personnel Division, National Cash Register Company, Dayton, Ohio. Mr. Ahlers is a member of the Board of Directors of the Dayton Chamber of Commerce.

Other members of the Committee are:

W. E. Baker, Delco Company.  
Miss Christine Garden, U. S. Rubber Company.  
W. E. Hosler, The Spirella Company, Inc.  
Cameron Beck, New York Stock Exchange.  
Mrs. A. W. Armstrong, Eastman Kodak Company.  
H. F. Bucher, Philadelphia Company.  
Robert L. Anthony, B. B. & R. Knight, Inc.  
L. R. Judson, Timken Detroit Axle Company.  
Merrill R. Lott, The Sperry Gyroscope Company.  
Dr. Alfred E. Shipley, Knox Hat Company.

The report will include an intensive discussion of the relation of community health, local street and street railway traffic conditions, housing and public education to personnel problems. Another topic will be the relation of plant location to community conditions.

In addition there will be a general discussion of the effect which the coming of a new industry or the character of an industry, and the consequent increase in the number of employees needed in the community have on community conditions. Furthermore, there will be a general statement regarding the effect of various community conditions on industrial and commercial personnel problems.

## **OFFICE EXECUTIVES DIVISION**

### **Manual for Dictators**

The Westinghouse Electric & Manufacturing Company has issued a "Manual for Dictators", and a "Manual for Stenographers and Dictaphone Operators", which is one of the best we have seen. If members of the Division have not already received copies, they may secure them by writing to L. H. Rosenberg, Westinghouse Electric & Manufacturing Company, East Pittsburgh, Pa.

### **Vacation Plans**

Copies of the Home Office Vacation Schedule form and the Vacation Plan of the Prudential Insurance Company, and of Abraham & Straus, Inc., are being sent to members of the Division.

### **Service Allowances and Group Insurance**

Copies of the Prudential Insurance Company's booklets describing Service Retirement and Service Disability Allowances, and Group Insurance for the Home Office and the Field Staff, have been sent to members of the Office Executives Division.

### **Meeting of Committee-in-Charge**

The Committee-in-Charge of the Division will meet at the office of the Vice President, Mr. Fred W. Tasney, at his office at the Prudential Insurance Company of America, Newark, at 10:30, Wednesday, July 11.

## **PLANT EXECUTIVES DIVISION**

### **Convention Program**

The Committee in Charge of the Plant Executives Division met at the City Midway Club, Friday, June 29th, at 1:00 P. M. to arrange the program for the one day conference of the Plant Executives Division, part of which will be devoted to the report of the sub-committee on Apprentice Systems, of which L. L. Park, Supervisor of Welfare, American Locomotive Company, is Chairman.

The following other topics have been selected for discussion:

1. Following up a foreman training program.
2. Relative labor efficiency in good and bad times.
3. Relation between the employment department and the foreman.

## **SALES EXECUTIVES DIVISION**

### **Convention Program Committee**

Mr. John A. Stevenson, Second Vice President of the Equitable Life Insurance Society, Chairman of the Committee in charge of the Sales Executives Division, has appointed a sub-committee to work out the details of the one day program of the Division at the Convention, which will of course be devoted largely to the Division report on "Training for Salesmen". The sub-committee will consist of the following:

Raymond J. Comyns, Alexander Hamilton Institute.

Tom Jones Meek, The Spirella Company, Inc.

T. M. Stokes, Equitable Life Assurance Society

### Memberships

There has recently been added to the list of Company members the following:

American Sugar Refining Company, 117 Wall Street, New York.

Curtis, Fosdick & Belknap, Woolworth Building, New York.

Dutchess Manufacturing Company, Poughkeepsie, N. Y.

New York Life Insurance Company, New York.

New York Times, Times Square, New York.

Ralston Purina Company, St. Louis, Mo.

### Committee on Employee Publications

The new Chairman of the Committee on Employee Publications is Mr. Fred Cox, Editor of "Telephone Topics", New England Telephone and Telegraph Company, Boston, Mass. Mr. Cox takes the place of Mr. Charles E. Coyne, of Wm. Filene's Sons Company, who found it necessary to resign as Chairman on account of having been transferred to the Advertising Department.

### The Management Index

A feature of the *American Management Review* is the classified list of articles, most of which are abstracted, covering the management field with special reference to personnel. The Index is based on the proposed classification as recommended to the Dewey Decimal System by the Joint Committee on Management Terminology.

In addition, the Index contains reviews of recently published books which are of interest to members of the Association.

The value of the Index to members is illustrated by the following letter:

ADOLPH LEWISOHN & SONS

New York, June 14, 1923.

Mr. W. J. Donald, Managing Director,  
American Management Association,  
20 Vesey Street, New York.

Dear Mr. Donald:

I thought you would be interested to know how useful I have found your recent number of the *American Management Review*. Your plan of digesting various articles appearing in different magazines and other publications on the problems of human organization in management exactly serves my purposes. It is impossible for a busy man to read all the various publications on this subject. One is enabled in this way to ascertain the particular article that is of interest. I think the *Review* is pointed in the right direction.

Yours very truly,

(Signed) SAM A. LEWISOHN.

### Survey Reports

Survey Report No. 4, entitled "Vacations for Office Employees" is being printed for distribution to Company members of the Association.

Besides this Survey Report, the Association has in preparation a report on "The Negro in Industry", and a report on "Pay—By Check or Cash".

